



JESUIT VOLUNTEER CORPS

DARE TO CHANGE

**AGENCY PARTNER GUIDE
TO SURVEY MONKEY APPLY
2020 ADMISSIONS SEASON**

Last Updated: October 2019



JESUIT VOLUNTEER CORPS

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LOGGING IN AS A RETURNING USER

1. Navigate to <https://jvc.smapply.io/>
 - a. We recommend using **Google Chrome** as your browser
2. Click **Log In** on the top right



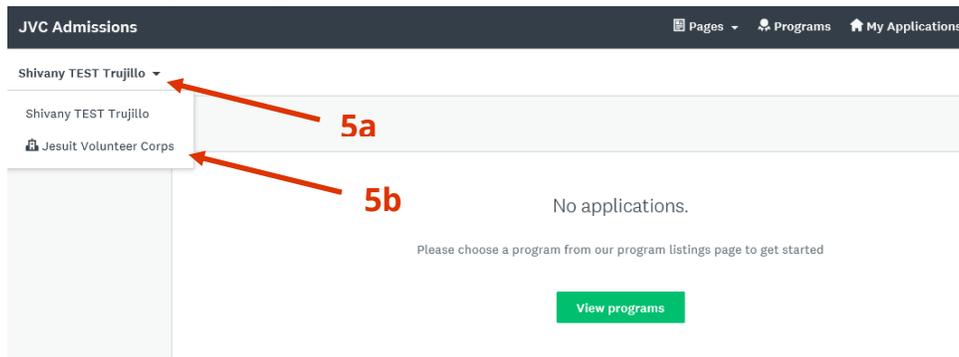
3. Enter your credentials and click **Log In**
4. Select **Applicant** role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

Welcome back, Shivany TEST!

Please select a role to continue.



5. Navigate to your **organizational profile**
 - a. Click on the down arrow next to **your name** on the top left
 - b. Choose your **organization**





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CREATING AN ORGANIZATIONAL ACCOUNT FOR RETURNING INDIVIDUAL USER

1. Navigate to <https://jvc.smapply.io/>
 - a. We recommend using **Google Chrome** as your browser
2. Click **Log In** on the top right



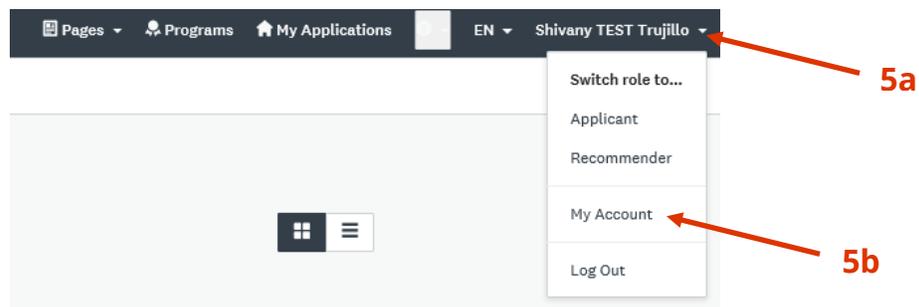
3. Enter your credentials and click **Log In**
4. Select **Applicant** role (this will only appear if your account is already registered as a recommender and/or reviewer on the site)

Welcome back, Shivany TEST!

Please select a role to continue.



5. Navigate to your **Account**
 - a. Click on the down arrow next to **your name** on the top right
 - b. Choose **My Account**



6. Scroll down and click **Set up organization**

Preferences

Timezone
(GMT-0500) America/New York

Preferred Language
English (US)

Set up an organization to apply on behalf of

Set up organization



6

7. Complete the form and click **Continue**

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional) Country (optional)
Select a country

Organization phone number (optional) Organization email (optional)

Website (optional)

CONTINUE



7

8. You will receive this welcome message. Click **Continue to site**



Welcome!

You have successfully registered for a SurveyMonkey Apply account for
JVC Admissions

Continue to site



8



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9. Navigate to your **organizational profile**
 - a. Click on the down arrow next to **your name** on the top left
 - b. Choose your **organization**

A screenshot of the 'JVC Admissions' user profile page. The top navigation bar is dark grey with 'JVC Admissions' on the left and 'Pages', 'Programs', and 'My Applications' on the right. Below the navigation bar, the user's name 'Shivany TEST Trujillo' is displayed with a dropdown arrow. A red arrow labeled '9a' points to this dropdown arrow. The dropdown menu is open, showing two options: 'Shivany TEST Trujillo' and 'Jesuit Volunteer Corps'. A red arrow labeled '9b' points to the 'Jesuit Volunteer Corps' option. The main content area shows 'No applications.' and a message: 'Please choose a program from our program listings page to get started'. A green button labeled 'View programs' is centered at the bottom of the content area.



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LOGGING IN AS A NEW USER

1. Navigate to <https://jvc.smapply.io/>
 - a. We recommend using **Google Chrome** as your browser
2. Click **Register** on the top right



3. Choose the **Register as an organization** option
4. Enter your information and complete the **reCAPTCHA**
5. Click **Create Account**

6. Enter your organization's information
 - a. Click **Continue**

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name	
Address (optional)	
City (optional)	Country (optional) Select a country
Organization phone number (optional)	Organization email (optional)
Website (optional)	

CONTINUE

6

6a

7. Navigate to your **organizational profile**
 - a. Click on the down arrow next to **your name** on the top left
 - b. Choose your **organization**

JVC Admissions Pages Programs My Applications

Shivany TEST Trujillo

Shivany TEST Trujillo

Jesuit Volunteer Corps

No applications.

Please choose a program from our program listings page to get started

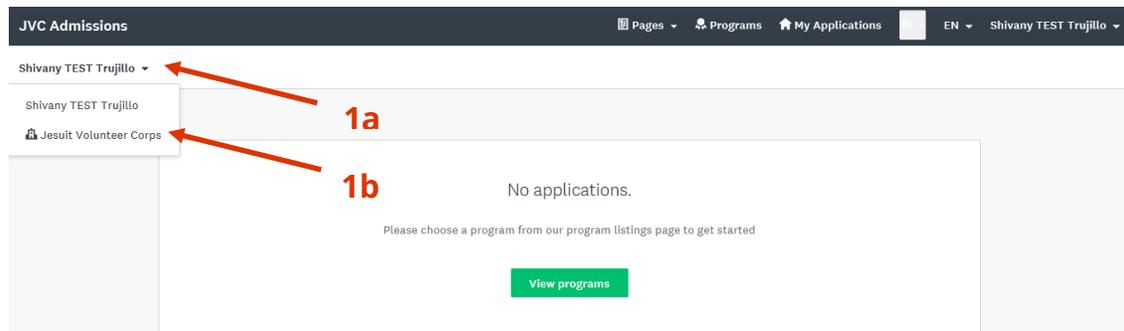
View programs

7a

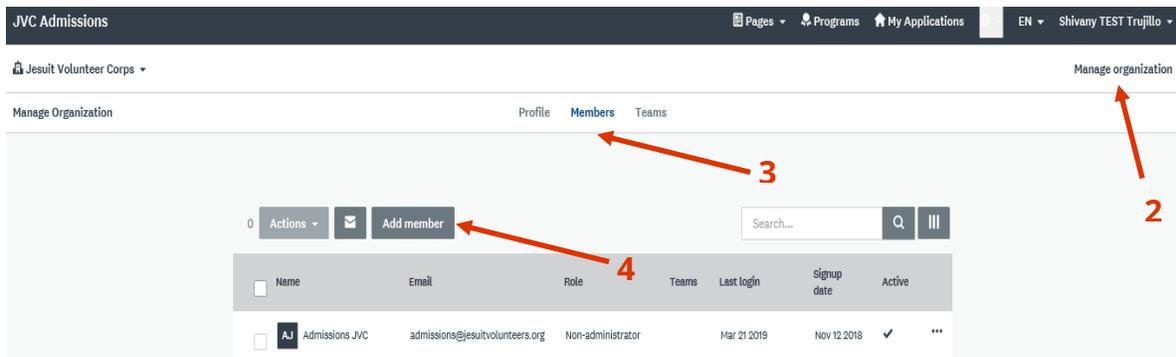
7b

ADDING ADDITIONAL ORGANIZATION USERS TO YOUR ACCOUNT

1. Navigate to your **organizational profile**
 - a. Click on the down arrow next to **your name** on the top left
 - b. Choose your **organization**



2. Click **Manage organization** on the top right
3. Click **Members** on the top middle
4. Click **Add member** on the top





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5. Enter the member's information and click **Add**
 - a. You can decide to make members either **Non-administrators** or **Organization administrators**
 - b. We recommend that you **Notify member by email that they have been added**
 - i. You can decide if you would like to include a custom message in the email notification

Add members Import members...

First name	Last name
<input type="text"/>	<input type="text"/>
Email: (required)	
<input type="text"/>	
Role:	
<input checked="" type="radio"/> Non-administrator	
<input type="radio"/> Organization administrator	
<input type="checkbox"/> Add to team	
<input checked="" type="checkbox"/> Notify member by email that they have been added	
<input type="checkbox"/> Include a custom message in the email	

CANCEL ADD

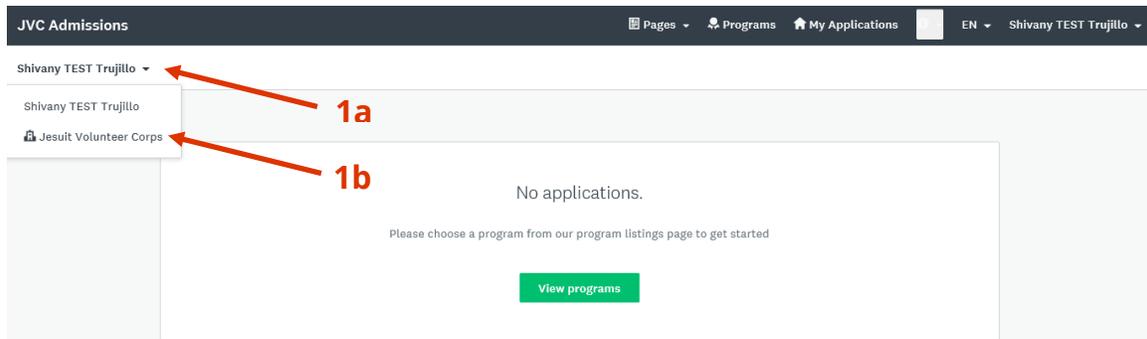
5

5a

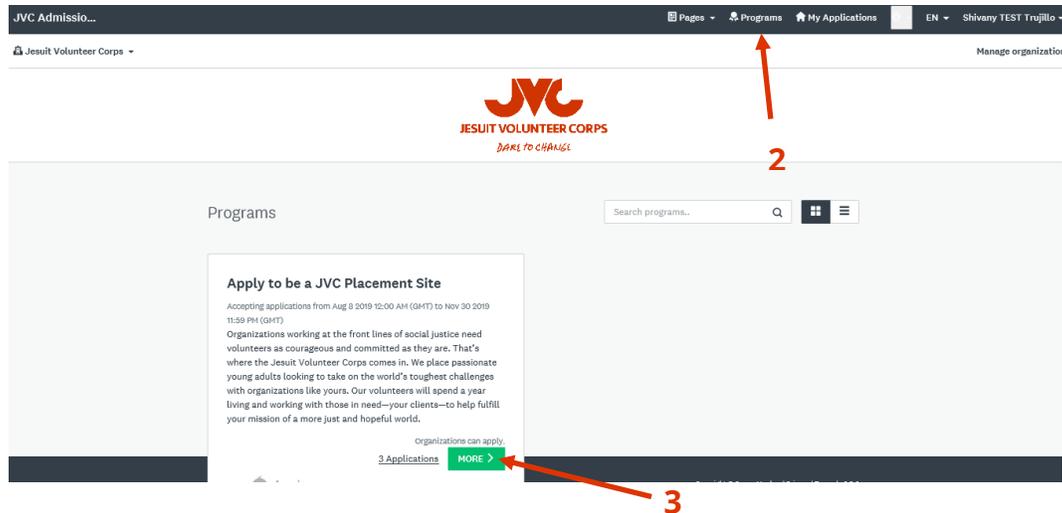
5b

STARTING AN AGENCY APPLICATION

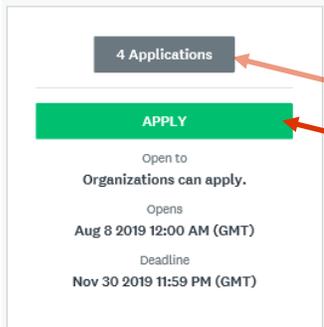
1. Navigate to your **organizational profile**
 - a. Click on the down arrow next to **your name** on the top left
 - b. Choose your **organization**



2. Click **Programs**
3. Choose the **Apply to be a JVC Placement Site** program and click **More**



4. Click **Apply**



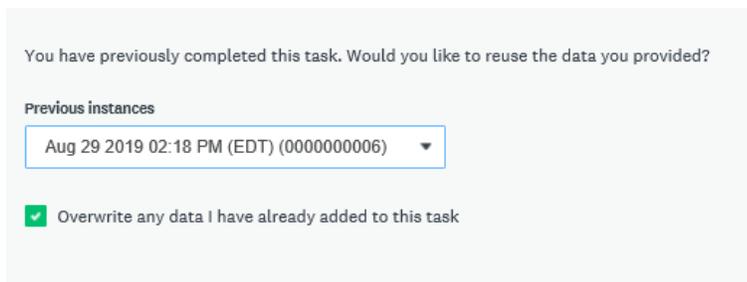
Click to see already started application in progress/completed

4

RETURNING AGENCY PARTNERS ONLY (Domestic Partners):

- i. When you open the **Eligibility** and **Agency Placement Details** forms, you will receive a prompt indicating **“You have previously completed this task.”** If you would like to reuse the data you provided during your last application, click **Add data** (if you do not choose this option, a blank application will open)

Reuse data



CANCEL

ADD DATA

i

- ii. Please review the data carefully and update as necessary
- iii. You will need to complete data for all additional questions that have been added to the application form

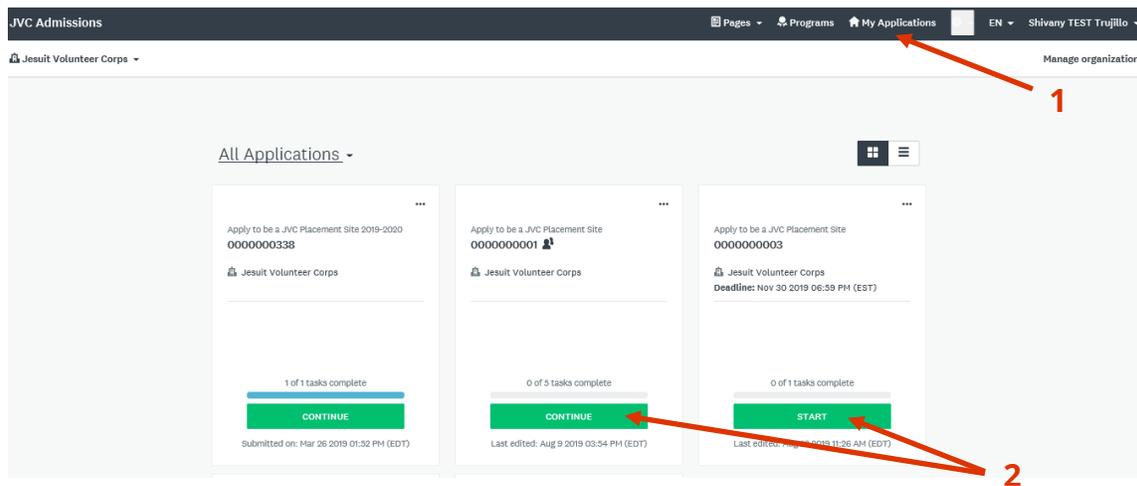
APPLYING FOR MULTIPLE VOLUNTEERS?

- i. Agencies applying for more than one Jesuit Volunteer will need to complete a separate application for each position
- ii. RETURNING AGENCY PARTNERS: Only information from your last edited application can be prepopulated to your forms so you will need to edit information about the specific position you are applying for within the application

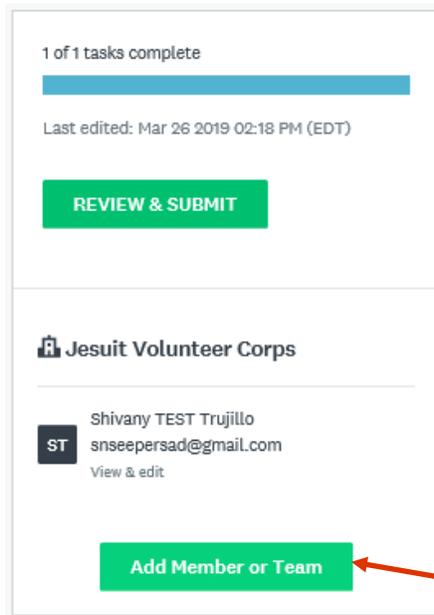
ADDING ADDITIONAL ORGANIZATION USERS TO EACH APPLICATION

NOTE: You must add an individual as a an organizational user before adding them to an individual application

1. Navigate to **My Applications** on the top right
2. Click **Start** or **Continue** on the relevant application



3. On the left navigation bar, click **Add Member or Team**





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4. Click on the **Member/s of your organization** who need access to edit the application. Typical additional users include:
 - a. Financial/Billing contact
 - b. Interviewer
 - c. Staff member that will sign the Program Agreement
5. Click **Add**

Add members to application

Members & teams	
<input checked="" type="checkbox"/>	AJ Admissions JVC admissions@jesuitvolunteers.org
<input type="checkbox"/>	AH Amie Hall ahall@jesuitvolunteers.org
<input type="checkbox"/>	BS Brooke Silvas bsilvas@jesuitvolunteers.org
<input type="checkbox"/>	RR Rob Roa robmroa@gmail.com
<input type="checkbox"/>	WP William Poling wpoling@jesuitvolunteers.org

CANCEL **ADD**

6. An automated email is sent to the member/s inviting them to collaborate on your application